



## **USER MANUAL**

**User Manual for School Users of the Student and  
Exchange Visitor Information System: Volume I Form I-17**

December 11, 2003

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## **1. INTRODUCTION**

This manual was written as a resource for school users—that is, Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs)—of the Student and Exchange Visitor Information System (SEVIS). The manual is presented in two separate volumes in order to delineate the Form I-17 and Form I-20 processes. This volume addresses the Form I-17 process.

### **1.1 Purpose of SEVIS**

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors (EVs) in the United States. SEVIS is an Internet-based application for electronically tracking and reporting on foreign students and EVs in the United States. SEVIS allows schools and program sponsors to transmit electronic information to the Department of Homeland Security (DHS)—Formerly the Immigration and Naturalization Service (INS)—and Department of State throughout a student's or EV's program in the United States.

SEVIS allows schools to submit school certification applications, update certification information, submit updates to the DHS that require adjudication, and create and update F-1 (academic) and M-1 (vocational) student and dependent records.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password enabling users to submit changes to the school's electronic Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students, in SEVIS.

### **1.2 Privacy Act Considerations**

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/or disclosure of this information.

## **Exhibit 1: Criminal Penalties**

### **Criminal Penalties**

- (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

## **1.3 Glossary**

Appendix A, Acronyms and Abbreviations, includes a list of abbreviations and acronyms used in this document.

## **2. DESCRIPTION OF SYSTEM FUNCTIONS**

The following sections provide step-by-step instructions for using SEVIS. Included are directions for updating a school's Form I-17.

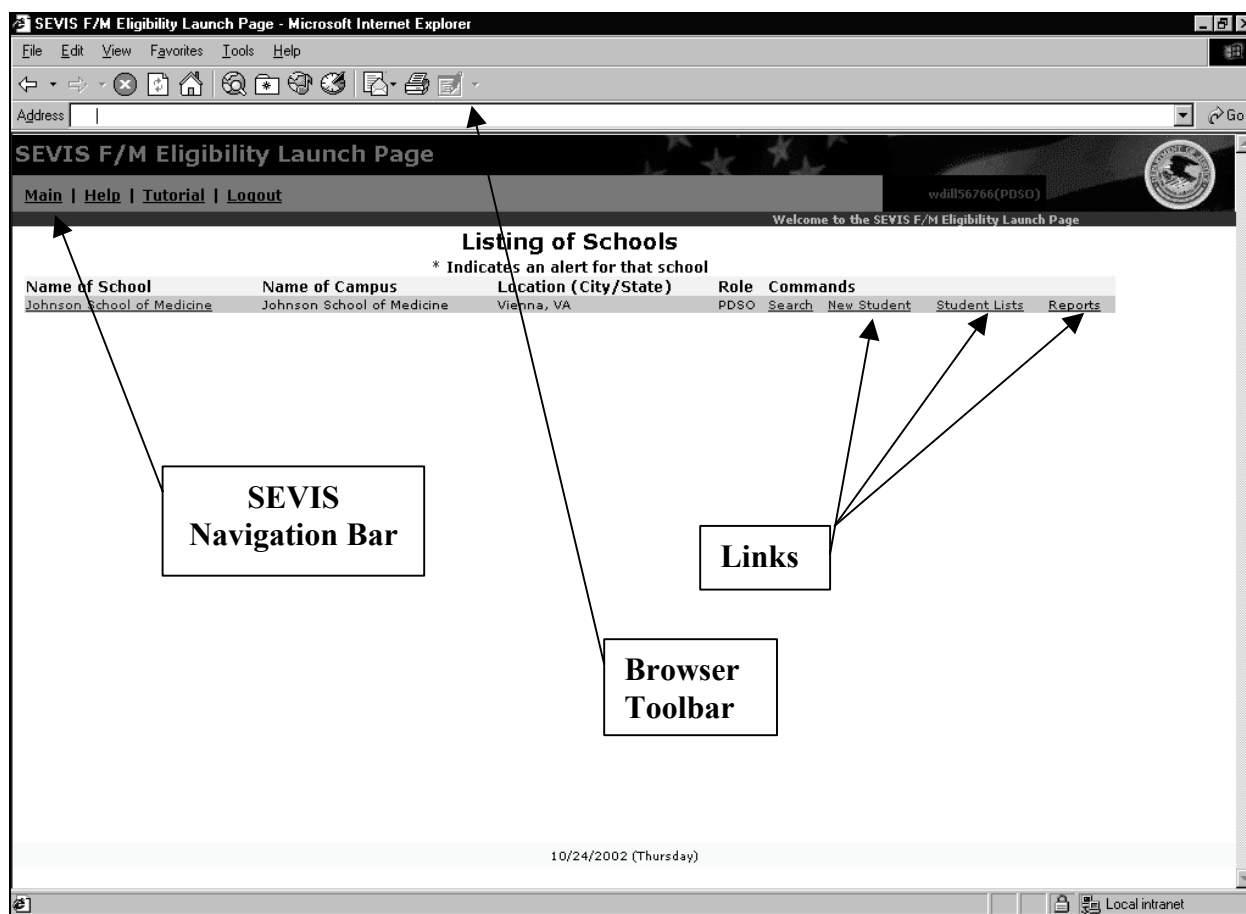
### **2.1 Overview of Screen Components**

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, Listing of Schools Screen, is an example of a screen that displays when users log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the listing of schools. The screen components are labeled with the terms used in this manual.

**Note:** If you have access to more than one school/campus, all schools will be listed on the *Main Menu*. Also, if you are authorized as both a school official and a program sponsor official, you will first be directed to a screen (Exhibit 6) that has two links: **Listing of Schools** and **Listing of Programs**. You would then click on the **Listing of Schools** link to access the *Main Menu*, which lists all schools and/or campuses to which you are assigned.

## Exhibit 2: Listing of Schools Screen







### 2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.  
**Note:** Do not use the **Back** button on the browser toolbar to navigate through the system.
- **SEVIS Navigation Bar**—The navigation bar lists the following functions:
  - **Main**—Used to access the *Main Menu* or, if you perform as a school user and a program sponsor, the screen where you select either the Listing of Schools or Listing of Programs
  - **Help**—Used to access online help for SEVIS
  - **Tutorial**—Used to view a demonstration of how to use SEVIS
  - **Logout**—Used to exit the system
- **Links**—Click on underlined text to advance to a different screen within SEVIS.

### 2.1.2 Additional SEVIS Screen Components

Additional screen components that display on some SEVIS screens include the following:

- **Scroll Bar**—This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data display.
- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking the  button enables you to print a copy of the Form I-17.
  - **Radio Buttons** —Click to make a selection. Only one radio button may be selected at a time.
  - **Other Input methods**
    - **Check Boxes** —Click to make one or more selections.
    - **Drop-down lists** —Click the down arrow to display a list and then make a selection.

### 2.1.3 Online Help Functions

Help is always available by clicking **Help** on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing SEVIS Help. The left panel (part of the window) contains a list of Help topics, and the right panel contains the text associated with the Help topic selected.


To view Help text, perform the following:

1. In the left panel, click a folder to display a list of topics.
2. Click a topic name to view the Help text for that topic in the right panel.

To search on a word or phrase, perform the following:

1. Click the **Search** button.
2. Type search criteria in the field provided and press **Enter**. The results of the search display as a list of topics containing the word or phrase entered.
3. Click a topic name to view the Help text for that topic in the right panel.

### **2.1.3.1 Hide/Show the Table of Contents and Search**

To hide the left panel, click the **Hide** () button in the upper-right corner of the left panel. Click the **Contents** button to restore the left panel.

### **2.1.3.2 Jumps and Pop-ups**

Click an underlined word or phrase to see a pop-up explanation or jump to a new topic. To close a pop-up, click anywhere else in the panel or, if using the Netscape browser, the Close button. To return from a jump, click the **Back** button on the browser toolbar.

**Note:** Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser toolbar to return to Help, or click any help topic.

### **2.1.3.3 Close Online Help**

Close SEVIS Help by clicking the **Close** () button in the upper-right corner of the *Help* screen.



### **2.1.3.4 Print Online Help**

Printing the Online Help is different for Internet Explorer and Netscape browser users.

It is important to note that you cannot print the entire Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).

#### **2.1.3.4.1 INTERNET EXPLORER USERS**



Perform the following steps to print a Help topic using Internet Explorer:

1. Click anywhere in the right panel.
2. Click the **Print** () button on the browser toolbar. The topic you are currently viewing prints to the designated printer.  
**or**  
Select **Print** from the **File** menu. A **Print** dialog box displays (the **General** tab is on top).  
If you opted to click the **Print** () button, the topic prints. If you choose **Print** from the **File** menu, continue to Step 3.
3. Ensure that the appropriate printer is selected in the **Select Printer** list box. If not, select the correct printer from the list.
4. Click the **Print** button to print to the designated printer.



#### **2.1.3.4.1.1 Netscape Users**

Perform the following steps to print a Help topic using Netscape:

1. Click anywhere in the right panel.
2. Click the **Print** () button in the browser toolbar. The topic you are currently viewing prints to the designated printer.  
*or*  
Select **Print** from the **File** menu. A **Print** dialog box displays.  
If you opted to click the **Print** () button, the topic prints. If you choose **Print** from the **File** menu, continue to Step 3.
3. Ensure that the appropriate printer is selected in the **Printer Name** field. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

**Note:** Netscape has modified its printing procedures for Version 7.0. Appendix B, Printing Instructions for Netscape Version 7.0, provides the updated instructions.

#### **2.1.4 Tutorials**

View a SEVIS demonstration by clicking the **Tutorial** link on the SEVIS navigation bar. Follow the instructions on the screens of the demonstration.

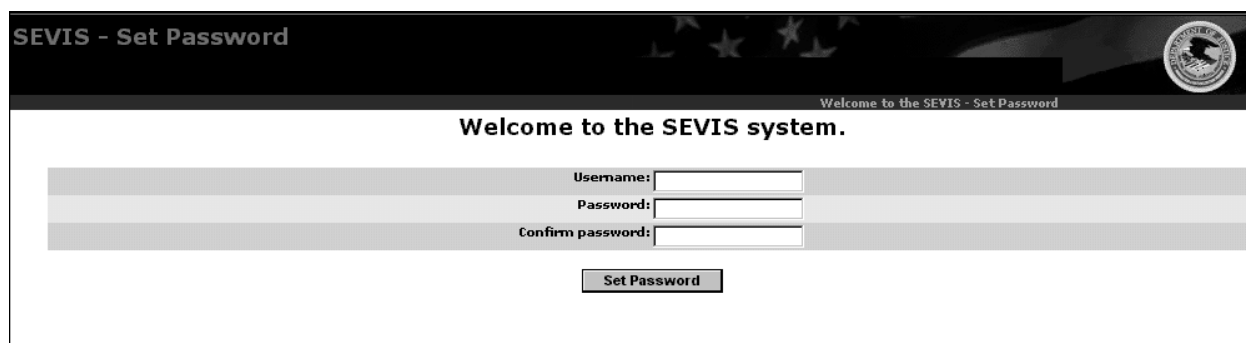
**Note:** The tutorial cannot be viewed using versions of Netscape lower than 4.79. If you are using an older version and wish to view the tutorial, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a monitor setting of 1024x768.

### **2.2 Accessing SEVIS**

SEVIS requires the use of Internet Explorer Version 5.0 or higher or Netscape Version 4.79 or higher, and Adobe Acrobat Version 5.0 or higher. You must have a user ID and password to access SEVIS. When approved to use SEVIS, you receive two email messages, one containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID. It can only be used to create a password for your user ID. To use the link and create your password, perform the following:

1. Click the link contained in the email message. The system displays the *Set Password* screen. Exhibit 3, SEVIS—Set Password Screen, is an example of the screen.

### Exhibit 3: SEVIS—Set Password Screen



SEVIS - Set Password

Welcome to the SEVIS system.

Username:

Password:

Confirm password:

2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Enter your password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password.
6. Click **OK** and the system displays the *SEVIS Log in Page*.

**Note:** After creating your password, use the SEVIS Log in Page (<https://egov.immigration.gov/sevis/>) to access SEVIS and perform all of your SEVIS-related tasks.

#### 2.2.1 Guidelines for Passwords

The guidelines for SEVIS passwords are as follows:

- Passwords must be 8 to 16 characters in length.
- Passwords **must contain** at least:
  - One uppercase alphabetic character
  - One lowercase alphabetic character
  - One numeric character
- Special characters are optional; for example, @, #, \$.
- Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way. Below are some examples of acceptable passwords:
  - Password1
  - paSS#wrd3
  - passW123\$
  - 555passWD
  - @pass4Wrd#

- SEVIS passwords have a maximum life span of 90 days. After this time, you will be prompted to change your SEVIS password. (See Section 2.2.2, Change Password Every 90 Days, for further details.)
- You cannot reuse the previous six passwords.
- If at any time, you feel that your password has been compromised and you are unable to change it using the **Change Password** link, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.
- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Use the **Request Password Reset** link on the *SEVIS Log in Page* or contact the SEVIS Help Desk (1-800-892-4829) to have your access reinstated.

### **2.2.2 Change Password Every 90 Days**

You must change your password every 90 days. After 90 days, when you log into SEVIS, the system will automatically prompt you to change your password. To change your password, perform the following:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.  
**Note:** You cannot reuse your previous six passwords.
3. Enter your new password again in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.
5. Click **OK** to display the *SEVIS Log in Page*. Be sure to use your new password when logging into SEVIS.

### **2.2.3 Change Password Voluntarily**

You may change your password as often as once a week, using the **Change Password** link on the *SEVIS Log in Page*. To change your password, perform the following:

1. Click the **Change Password** link on the *SEVIS Log in Page*. The system displays the *Change Password* screen.
2. Enter your SEVIS user ID in the **User Name** field.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.  
**Note:** You cannot reuse your previous six passwords.
5. Enter your new password again in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays the *SEVIS Log in Page*. Be sure to use your new password when logging into SEVIS.

**Note:** If at any time you feel that your password has been compromised and you are unable to change it using the **Change Password** link on the *SEVIS Log in Page*, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

#### **2.2.4 Request Password Reset**

The Request Password Reset option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts or more than 90 days of inactivity.
- You feel that your SEVIS password has been compromised and you are unable to use the Change Password function.

To request to have your password reset, perform the following:

1. Click the **Request Password Reset** link on the *SEVIS Log in Page*. The *Request Password Reset* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays informing you that the request has been submitted to SEVIS.

**Note:** An email is sent to the email address associated with the SEVIS user name. It provides instructions for creating a new SEVIS password.

#### **2.2.5 Log Into SEVIS**

When you access SEVIS via the Internet (<https://egov.immigration.gov/sevis/>), a *Security Alert* screen may display. Click the **Yes** button to continue to the *SEVIS Log in Page*. Exhibit 4, SEVIS Log in Page, is an example of the screen.

**Note:** After creating your password, you will use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

**Note:** After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

### Exhibit 4: SEVIS Log in Page

SEVIS Log in Page

Welcome to the SEVIS Log in Page  
OMB 1115-0252

**Student & Exchange Visitor Information System (SEVIS)**

\*\*\*\*\* WARNING \*\*\*\*\*

\* YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU \*  
\* ARE NOT AUTHORIZED TO ACCESS THIS SYSTEM, DISCONNECT NOW. \*  
\* All attempts to access and use this system and/or its \*  
\* resources are subject to keystroke monitoring and recording.\*  
\* Everyone using this system expressly consents to such \*  
\* monitoring and is advised that if such reveals possible \*  
\* evidence of criminal activity or abuse of authority, the \*  
\* information will be reported to authorities for action.\*  
\* Unauthorized access attempts or use in excess of documented \*  
\* authority may subject you to a fine and/or imprisonment\*  
\* in accordance with Title 18, USC, Section 1030 or \*  
\* administrative penalties or dismissal. \*  
\*\*\*\*\* WARNING \*\*\*\*\*

User Name:

Password:

[Register for New Account](#)  
[Change Password](#)  
[Request Password Reset](#)

To log into SEVIS, perform the following:

1. Access the SEVIS Log in Page (<https://egov.immigration.gov/sevis/>).
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button. The first time that you access SEVIS, the compliance agreement notice displays as shown in Exhibit 5, SEVIS Compliance Agreement Notice. Read the notice and click the **I Agree** button to advance to the *Main Menu* and begin performing SEVIS tasks. Otherwise, the system displays the *Main Menu* for the school user.

**Note:** The *SEVIS Log in Page* has a **Reset** button that returns entries to their previous values. The screen also includes a link to create a new account (addressed in further detail in the User Manual for Temporary Users of the Student and Exchange Visitor information System). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. Section 2.2.3, Change Password Voluntarily, provides the instructions for using the **Change Password** link. Section 2.2.4, Request Password Reset, provides the instructions for using the **Request Password Reset** link.

### Exhibit 5: SEVIS Compliance Agreement Notice

**SEVIS - Compliance Agreement Notice**

Welcome to the SEVIS - Compliance Agreement Notice

**School Official Compliance Agreement**

I have read the INS regulations relating to:

1. Nonimmigrant Students: 8 CFR 214.1, 8 CFR 214.2(f), 8 CFR 214.2(m)
2. Change of nonimmigrant classification for students: 8 CFR 248
3. School Approval: 8 CFR 214.3
4. Withdrawal of school approval: 8 CFR 214.4

I intend to comply with these regulations at all times.

[I Agree](#) [Logout](#)

Exhibit 6, SEVIS Eligibility Launch Page for School and Program Sponsor User, is an example of the screen that displays if you perform as both a school official and a program sponsor official. You must select a link to view the list of schools or the list of programs for which you have access. An example of the *Listing of Schools* screen is shown in Exhibit 2.

### Exhibit 6: SEVIS Eligibility Launch Page for School and Program Sponsor User

**SEVIS Eligibility Launch Page**

[Logout](#) rhoffm6569(RO, PDSO)

Welcome to the SEVIS Eligibility Launch Page

**Click one of the following:**

[Listing of Schools](#)

[Listing of Programs](#)

To return to this screen at any time, click "Main" on the navigation bar at the top of any screen.

## 2.3 Log Out of SEVIS

To exit SEVIS at any time, click **Logout** on the navigation bar as shown in Exhibit 7, SEVIS Navigation Bar. If you are entering data, click either the **Save** button or the **Next** button to ensure that no data is lost before you click the **Logout** link.

### Exhibit 7: SEVIS Navigation Bar

**SEVIS F/M Eligibility Launch Page**

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

wdill56766(PDSO)

Welcome to the SEVIS F/M Eligibility Launch Page

**Logout**

**WARNING:** If you click the **Close** (X) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.”

## 2.4 Changing Your School's Form I-17


After logging into the system, the *Main Menu* displays. The PDSO and DSO can perform updates to a school's Form I-17 by clicking on the link for a school. Exhibit 8, Listing of Schools Screen, is an example of the screen that displays for a school official who is a PDSO for one school and a DSO for two other schools.

**Exhibit 8: Listing of Schools Screen**

SEVIS F/M Eligibility Launch Page

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

bpotts6475 (DSO, PDSO)



Welcome to the SEVIS F/M Eligibility Launch Page

Listing of Schools

\* Indicates an alert for that school

Name of School	Name of Campus	Location (City/State)	Role	Commands				
<a href="#">Academy of Learning</a>	Academy of Learning	Atlanta, GA	DSO	<a href="#">Search</a>	<a href="#">New Student</a>	<a href="#">*Alerts</a>	<a href="#">Student Lists</a>	<a href="#">Reports</a>
<a href="#">Dahlus School of Cuisine</a>	Dahlus School of Cuisine	Atlanta, GA	DSO	<a href="#">Search</a>	<a href="#">New Student</a>		<a href="#">Student Lists</a>	<a href="#">Reports</a>
<a href="#">Happy Valley School</a>	Happy Valley School	Atlanta, GA	PDSO	<a href="#">Search</a>	<a href="#">New Student</a>		<a href="#">Student Lists</a>	<a href="#">Reports</a>

**Note:** To return to the *Listing of Schools* screen) when on other screens within SEVIS, click **Main** on the navigation bar. If you act as both a school official and program sponsor official, you may also click **Listing of Programs** or **Listing of Schools** on the navigation bar.

Certain fields on the Form I-17 can be updated without DHS approval. If the updated field does not require adjudication, SEVIS informs you that the update was completed successfully. However, submitted changes for other fields must be reviewed and approved by a District Officer (DO) user in SEVIS. You **DO NOT** need to send any additional information to DHS unless specifically contacted and requested to do so. Once DHS adjudicates the updates to the Form I-17, the following outcomes are possible:

- If the updates are approved, the PDSO receives approval notification via email.
- If additional information is required for processing the updates, the PDSO receives an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail.
- If the requested updates are denied, the PDSO will receive notification via email. This email will include basic information regarding the reasons for denial and, if necessary, the DO will contact the PDSO with more specific information regarding the denial.

The fields that require adjudication are as follows:

- Approval for Attendance of Students Under...(F, M, or Both)
- Name of School System
- Name of Main Campus

- Mailing Address of the School
- Location of the School
- School Type
- Private School Owner Name
- This school is engaged in
- The school operates under the following federal, state, local, or other authorization
- This school has been approved by the following national, regional, or state accrediting association or agency
- Areas of study
- List the degrees available from this school, including
- If the school is engaged in elementary or secondary education
- If the school is engaged in higher education
- If the school is engaged in vocational or technical education
- This school is/is not engaged in English language training
- Adding new campuses
- Campus Name
- Campus Mailing Address
- Campus Location Address

After you click on the name of the school from the *Listing of Schools* screen, the *Edit School* screen displays, as depicted in Exhibit 9, Edit School Screen. The links on this screen are as follows:

- **Edit School**—This link is always available. It allows you to edit the school's information on the electronic Form I-17.
- **View Submitted Update**—This link is only available if you have submitted changes to your school's electronic Form I-17 that have not yet been adjudicated by the District Officer.
- **View Draft Update**—This link is only available if you have made changes to your electronic Form I-17 but have not yet submitted them to the District Officer.
- **Register for Batch Processing**—This link is always available for PDSOs. See Section 2.5, Register to Use SEVIS Batch Interface, for more details.



## Exhibit 9: Edit School Screen

SEVIS School Detail																	
<a href="#">Main</a>   <a href="#">Listing of Schools</a>   <a href="#">Listing of Programs</a>   <a href="#">Help</a>   <a href="#">Tutorial</a>   <a href="#">Logout</a>				amathi0640 (PDSO, RO, DSO)													
Welcome to the SEVIS School Detail																	
<a href="#">Edit School</a>  <a href="#">View Submitted Update</a>  <a href="#">View Draft Update</a>  <a href="#">Register for Batch Processing</a>		<b>Makana University</b>															
<div style="display: flex; justify-content: space-between;"><div>School Code: <b>WAS214F65968000</b></div><div>Previous School Code: <b>N/A</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Seeking approval for:</div><div><b>Academic and Language students Vocational Students</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Mailing address:</div><div><b>865 Makamae Way Washington, DC 20001 Phone: Fax Number:</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Location Address:</div><div><b>865 Makamae Way Washington, DC 20001</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Type of institution:</div><div><b>Public</b></div></div> <div style="display: flex; justify-content: space-between;"><div>This school is engaged in:</div><div><b>VOCATIONAL OR TECHNICAL EDUCATION (other than high school) FLIGHT TRAINING LANGUAGE TRAINING HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Schools' sessions are primarily based on:</div><div><b>Semesters</b></div></div> <div style="display: flex; justify-content: space-between;"><div>School established on:</div><div><b>06/27/1900</b></div></div> <div style="display: flex; justify-content: space-between;"><div>School operates under the following authorization:</div><div><b>None</b></div></div> <div style="display: flex; justify-content: space-between;"><div>School is approved under the following association or agency:</div><div><b>None</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Areas of study:</div><div><b>LIBERAL ARTS FINE ARTS LANGUAGE PROFESSIONAL STUDIES VOCATIONAL OR TECHNICAL TRAINING FLIGHT TRAINING SCIENCE EDUCATION BUSINESS ENGINEERING</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Degrees available:</div><div><b>AA DEGREE AS DEGREE BA DEGREE DOCTOR OF EDUCATION BACHELOR OF SCIENCE BACHELOR OF FINE ARTS BACHELOR OF BUSINESS ADMINISTRATION BACHELOR OF SCIENCE IN EDUCATION MASTER OF ARTS MASTER OF SCIENCE MASTER OF BUSINESS ADMINISTRATION DOCTOR OF PHILOSOPHY MEDICAL DOCTOR JURIS DOCTOR</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Higher education conferring degrees:</div><div><b>Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Credit transfer:</div><div><b>Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.</b></div></div> <div style="display: flex; justify-content: space-between;"><div>English language training:</div><div><b>English language training, it is engaged in English language training.</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Other education:</div><div><b>Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Sessions are held:</div><div><b>Day</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Requirements for admission:</div><div><b>high school diploma; GED</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Courses of study and time necessary to complete:</div><div><b>120 credit hours</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Requirements for graduation:</div><div><b>120 credit hours</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Causes for expulsion:</div><div><b>conviction of crime</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Average annual numbers:</div><div><b>Classes - 100 Students - 2,000 Teachers and instructors - 100 Non-Teaching employees - 20</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Average annual cost of room, board, and tuition per student:</div><div><b>\$5,000.00</b></div></div> <div style="padding: 10px 0;"><b>Campus information</b> <b>Makana University</b></div> <div style="display: flex; justify-content: space-between;"><div>School Code:</div><div><b>WAS214F65968000</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Mailing address:</div><div><b>865 Makamae Way Washington, DC 20001</b></div></div> <div style="display: flex; justify-content: space-between;"><div>Location:</div><div><b>865 Makamae Way Washington, DC 20001</b></div></div> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Officials:</th><th>Official name</th><th>Title</th><th>Telephone</th><th>E-mail address</th><th>Role</th></tr></thead><tbody><tr><td></td><td>Amy Mathiason</td><td>President</td><td>222-222-2222</td><td>amy.mathiason@eds.com</td><td>PDSO</td></tr></tbody></table>						Officials:	Official name	Title	Telephone	E-mail address	Role		Amy Mathiason	President	222-222-2222	amy.mathiason@eds.com	PDSO
Officials:	Official name	Title	Telephone	E-mail address	Role												
	Amy Mathiason	President	222-222-2222	amy.mathiason@eds.com	PDSO												

11/10/2003 (Monday)

### **2.4.1 Guidelines for Updating a Form I-17**

The following guidelines are applicable to submitting changes to your school's Form I-17:

- **Viewing**
  - You can view your school's record with the approved school data.
  - You can view the pending updates to your school's Form I-17 while it is awaiting adjudication. The system will highlight the fields that are pending adjudication.
  - While changes are pending adjudication, for all adjudicable fields the system will gray out the applicable check boxes and radio buttons and the text boxes will be inactive.
- **Additional Changes**
  - Once you submit an update for the school that requires DHS review and approval, you may not submit another update that requires DHS review and approval until the previous request has been decided upon. However, you may make additional updates to fields that do not require adjudication.
  - Updates to all other fields regarding the school's information can be submitted by either a PDSO or DSO, and will be automatically reflected as changes in the system. The PDSO can also make changes, additions, and deletions to school official information, for example, without DHS review.


### **2.4.2 Updating Certification Page 1**

The *Listing of Schools* screen contains a list of each school or campus for which you act as a designated official. To access the Form I-17 for a school or campus, perform the following:

1. On the *Listing of Schools* screen, click the link for the school whose Form I-17 you wish to view. The system displays the data for the selected school.
2. To update the Form I-17, click the **Edit School** link on the left side of the screen. The system displays the existing data for the school on Page 1 of the certification application. Exhibit 10, SEVIS Certification Page 1, is an example of Page 1 of the electronic Form I-17.

## Exhibit 10: SEVIS Certification Page 1

**SEVIS Certification Page 1**



[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

wdill56766(PDSO)  
Welcome to the SEVIS Certification Page 1

**Contact Information page [ 1 of 5 ]**  
Required fields are marked with an asterisk ( \* )

**1. \* Approval for attendance of students under:**  
☒ **Section 101(a)(15)(f) of the Act (academic and language students)**  
☐ **Section 101(a)(15)(m) of the Act (vocational students)**

**2. \* Name of School System:**

**2a. \* Name of Main Campus:**

**3. Mailing Address of the School:**  
\* **Address 1:**   
**Address 2:**   
\* **City:**   
\* **State:**   
\* **Zip Code:**   
**Fax Number:** (  )  -   
**Telephone Number:** (  )  -  ext.

**4. Location of the School (if different from mailing address):**  
**Address 1:**   
**Address 2:**   
**City:**   
**State:**   
**Zip Code:**

**5. \* School Type:**   
**Name and Address of Owner (For PRIVATE Schools ONLY):**  
\* **Private School Owner Name:**   
\* **Address 1:**   
**Address 2:**   
\* **City:**   
\* **State:**   
\* **Zip Code:**

**Public Reporting Burden**

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Immigration and Naturalization Service, HQPD1, 425 I Street, N.W., Room 4307r, Washington, DC 20536; OMB No.: 1115-0252. DO NOT MAIL YOUR APPLICATION TO THIS ADDRESS.

01/22/2003 (Wednesday)

You may add or delete the current information to reflect changes to the Form I-17. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 1, you may make changes to any of the following data:

Section/Field	Description/Explanation
* <b>1. Approval for Attendance of Students Under</b>	Click in the appropriate checkbox(es). <b>Academic and language nonimmigrant students</b> can be admitted to schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. <b>Vocational students</b> can be admitted to schools approved under section 101(a)(15)(m). The Form I-17 should be used to request the addition or removal of the types of programs (F or M) in which the school wishes to enroll or discontinue enrolling foreign students. Schools can request certification to enroll either or both types of students. <b>Note:</b> The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same Form I-17. <b>Note:</b> Updates to this field require review and approval by DHS.
* <b>2. Name of School System</b>	Enter the school or school system's complete, official name, without abbreviations. This is the school system name that prints on the student's Form I-20, followed by the campus name. <b>Note:</b> Updates to this field require DHS review and approval.
* <b>2a. Name of Main Campus</b>	Enter the name of the school or campus that is considered the primary campus on the Form I-17. This also prints on Forms I-20 issued from this campus. If the main campus has its own name, different from that of the school or school system, that name will display here. If not, the main campus may have the same name as the school system. In this case, you should enter the same information in the <b>Name of School System</b> and <b>Name of Main Campus</b> fields. <b>Note:</b> Updates to this field require DHS review and approval.

Section/Field	Description/Explanation
* <b>3. Mailing Address of the School</b>	<p>This is the address to which mail for the main campus should be sent. This address may contain a post office box number. The zip code must be a valid five-digit postal code; the last four digits are optional.</p> <p><b>Note:</b> There is a separate field on a following page in which the mailing address(es) of additional campus(es) should be entered.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<b>4. Location of the School</b>	<p>The physical location of the main campus, if different from its mailing address. This address may not contain a post office box number.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
* <b>5. School Type</b>	<p>A school may be either public or private.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
* <b>If Private is selected, you must complete the name and address fields:</b>	
<b>*Private School Owner Name</b>	<p>If the owner is a person, this field displays his or her name. If the owner is an institution (for example, a company or a non-profit organization such as a church), the name of the institution will display in this field.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<b>*Address 1</b>	The first line of an address, typically a number and street name, for the school owner.
<b>Address 2</b>	The second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used <i>only</i> in mailing addresses.
<b>*City</b>	The unabbreviated name of a city.
<b>*State</b>	The appropriate state.
<b>*Zip Code</b>	The zip code must be a valid five-digit postal code; the last four digits are optional.

Select one of the following buttons:


<b>Save Draft</b>	After completing the required fields on Page 1, you may click this button to save the data that you have added or changed on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
<b>Reset Values</b>	Click this button to return all new entries on the page to their previous values.
<b>Next</b>	Click this button to automatically save the data that you have added or changed, ensures that all the required fields have been completed, and advances you to Page 2 of the Form I-17. If you have entered an invalid value in a field, SEVIS will return a validation message.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

### **2.4.3 Updating Certification Page 2**

The current data for Page 2 of the school's Form I-17 is displayed on Certification Page 2. Exhibit 11, SEVIS Certification Page 2, is an example of the page.

## Exhibit 11: SEVIS Certification Page 2

**SEVIS Certification Page 2**



[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

wdill56766(PDSO)  
Welcome to the SEVIS Certification Page 2

**Program/Course [2 of 5]**  
**Required fields are marked with an asterisk(\*)**

**6. \* This school is engaged in (check all that apply):**

☐ PRIVATE ELEMENTARY SCHOOL

☐ PRIVATE MIDDLE SCHOOL

☐ PRIVATE HIGH SCHOOL(grades 9-12)

☐ PUBLIC HIGH SCHOOL (grades 9-12)

☐ VOCATIONAL OR TECHNICAL EDUCATION (other than high school)

☐ FLIGHT TRAINING

☐ LANGUAGE TRAINING

☒ HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)

☐ OTHER (specify)

**7. \* This school's sessions are based on:**

☒ Semesters

☐ Trimesters

☒ Quarters

☐ Other (Explain)

**8. \* Date registration begins for EACH session during a calendar year (fill out only those necessary):**

Session 1	JANUARY	10	Session 11		
Session 2	APRIL	02	Session 12		
Session 3	JULY	06	Session 13		
Session 4	SEPTEMBER	04	Session 14		
Session 5			Session 15		
Session 6			Session 16		
Session 7			Session 17		
Session 8			Session 18		
Session 9			Session 19		
Session 10			Session 20		

**9. \* Date school was established (The year must be between 1500 and the current year) (MM/DD/YYYY):**

**10. \* The school operates under the following federal, state, local, or other authorization (if none, write "None"):**

**11. \* The school has been approved by the following national, regional, or state accrediting association or agency (if none, write "None"):**

**12. \* Areas of study (check all that apply):**

☐ LIBERAL ARTS

☐ FINE ARTS

☐ LANGUAGE

☐ RELIGIOUS

☒ PROFESSIONAL STUDIES

☐ VOCATIONAL OR TECHNICAL TRAINING

☐ FLIGHT TRAINING

☒ SCIENCE

☒ EDUCATION

☐ BUSINESS

☐ ENGINEERING

☐ OTHER (explain):

10/24/2002 (Thursday)

You may add or delete the current information to reflect changes to the Form I-17. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 2, you may make changes to any of the following data:

<b>Section/Field</b>	<b>Description/Explanation</b>
* <b>6. This school is engaged in</b>	Check all options that apply. If <b>Other</b> is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark.  <b>Note:</b> Updates to this field require DHS review and approval.
* <b>7. This school's sessions are based on</b>	Check all options that apply. If <b>Other</b> is selected, you must enter an explanation in the text box. The text box should also be used to notify the DO when the school has more than 20 session begin dates to enter in Section 8, "date registration begins."
* <b>8. Date registration begins for EACH session during a calendar year (fill out only those necessary)</b>	For each session currently offered by a school during the calendar year, the month and day on which it begins must be shown. For example, a semester system school would show at least two month/day pairs. If you need to enter more than 20, make a note to that effect in the <b>Other (Explain)</b> text box of Section 7, "This school's sessions are based on," and a DHS official will contact you for more information, if necessary.
* <b>9. Date school was established</b>	The date on which the school began operations.
* <b>10. The school operates under the following federal, state, local, or other authorization</b>	A summary description of the authority, if any, under which the school operates. If none, enter "None" in the text box.  <b>Note:</b> Updates to this field require DHS review and approval.
* <b>11. The school has been approved by the following national, regional, or state accrediting association or agency</b>	The name of the organization, if any, that has accredited the school. If none, enter "None" in the text box.  <b>Note:</b> Updates to this field require DHS review and approval.
* <b>12. Areas of study (check all that apply)</b>	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the check box next to the appropriate area of study. To remove the check mark, click in the check box again. If <b>Other</b> is selected, provide an explanation in the text box.



Section/Field	Description/Explanation
	<b>Note:</b> Updates to this field require DHS review and approval.

Select one of the following buttons:


<b>Save Draft</b>	After completing the required fields on Page 2, you may click this button to save the data that you have added or changed on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the Form I-17. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page is lost.
<b>Reset Values</b>	Click this button to erase all new entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have added or changed, ensures that all the required fields have been completed, and advances you to Page 3 of the Form I-17. If you have entered an invalid value in a field, SEVIS will return a validation message.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

#### **2.4.4 Updating Certification Page 3**

The current data for Page 3 of your school's Form I-17 is displayed on Certification Page 3. Exhibit 12, SEVIS Certification Page 3, is an example of the page.

## Exhibit 12: SEVIS Certification Page 3

**SEVIS Certification Page 3**



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wdill56766(PDSO)

Welcome to the SEVIS Certification Page 3

**Contact Information page [3 of 5]**  
Required fields are marked with an asterisk ( \* )

13. \* List the degrees available from this school:

☐ AA DEGREE

☐ AS DEGREE

☐ BA DEGREE

☐ DOCTOR OF EDUCATION

☒ BACHELOR OF SCIENCE

☐ BACHELOR OF FINE ARTS

☐ BACHELOR OF BUSINESS ADMINISTRATION

☒ BACHELOR OF SCIENCE IN EDUCATION

☐ MASTER OF ARTS

☒ MASTER OF SCIENCE

☐ MASTER OF BUSINESS ADMINISTRATION

☐ DOCTOR OF PHILOSOPHY

☐ MEDICAL DOCTOR

☐ JURIS DOCTOR

☐ OTHER

Other (If none, write "none"):

14. \*Select as appropriate:

If the school is engaged in elementary or secondary education, it  qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it  confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits  recognized by and transferable to institutions of study which confer degrees.

If the school is engaged in vocational or technical education, it  qualify its graduates for employment in the occupations for which preparation is offered.

The school  engaged in English language training.

15. \*Sessions are held as follows:

☒ Day

☒ Night

16. \*Requirements for admission:

17. \*Courses of study and time necessary to complete each:

18. \*Requirements for graduation:

19. \*Causes for expulsion:

20. \*Average annual number of (please enter numbers without comma separators):

Classes:  Teachers or instructors:

Students:  Non-teaching employees:

21. \*Approximate annual cost of room, board, tuition, etc., per student (Please enter cost without comma separators and round up to the nearest dollar. The number must be 7 digits or less):

10/24/2002 (Thursday)

You may add or delete the current information to reflect changes to the Form I-17. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 3, you may make changes to any of the following data:

<b>Field</b>	<b>Description/Explanation</b>
* <b>13. List the degrees available from this school</b>	<p>Select only the degrees that your school will offer to foreign students. Select all options that apply. If <b>Other</b> is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select <b>Other</b> and enter “high school diploma,” or a similar appropriate description. If your school does not issue degrees, enter “None” in the text box.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
* <b>14. Select as appropriate</b>	<p>Although more than one field may be completed, most schools should complete only one of the fields listed for Section 14.</p> <p><b>Note:</b> Updates to this section require DHS review and approval.</p>
<b>If the school is engaged in elementary or secondary education</b>	<p>An elementary/secondary school “<b>does</b>” or “<b>does not</b>” qualify its graduates for acceptance by accredited schools of higher education. The field is blank for schools engaged in higher education, vocational/technical schools, and English Language schools.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<b>If the school is engaged in higher education</b>	<p>A college/university “<b>does</b>” or “<b>does not</b>” confer recognized degrees. Its credits “<b>are</b>” or “<b>are not</b>” transferable to degree-conferring institutions. Both fields in this section must be completed if the school is engaged in higher education. These fields are blank for elementary/secondary, technical/vocational, and English Language schools.</p> <p><b>Note:</b> This field applies to community colleges that offer higher education, academic programs, and confer academic degrees, including AA degrees.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>

<b>Field</b>	<b>Description/Explanation</b>
<b>If the school is engaged in vocational or technical education</b>	A technical/vocational school “ <b>does</b> ” or “ <b>does not</b> ” qualify its graduates for employment in the occupations for which preparation is offered. This field is blank for elementary/secondary schools, colleges/universities, and English Language schools. <b>Note:</b> Updates to this field require DHS review and approval.
<b>The school (is, is not) engaged in English language training</b>	If your school exclusively offers an English language course, such as English Language schools, or includes English language training as part of another program, select “ <b>is</b> .” Otherwise, select “ <b>is not</b> ” even though the school may provide remedial English instruction for students whose English skills are weak. <b>Note:</b> Updates to this field require DHS review and approval.
* <b>15. Sessions are held as follows</b>	Every school conducts its classes during the day and/or at night.
* <b>16. Requirements for admission</b>	You must include a summary of your school’s requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school’s requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information. <b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school officials are able to view the entire text in SEVIS.
* <b>17. Courses of study and time necessary to complete each</b>	A general listing of a school’s courses of study and the time, in weeks, months, or years, needed to complete each. <b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school officials are able to view the entire text in SEVIS.
* <b>18. Requirements for graduation</b>	A summary of a school’s requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field.

Field	Description/Explanation
	<p>You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school officials are able to view the entire text in SEVIS.</p>
* <b>19. Causes for expulsion</b>	<p>The general reasons that would be considered causes for a student to be expelled from the school.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school are able to view the entire text in SEVIS.</p>
* <b>20. Average annual number of</b>	<p>The average annual number of classes, teachers/instructors, students, and non-teaching employees for a given school. These figures may be estimates if the school does not maintain a running average for each category.</p> <p><b>Note:</b> This field should include an estimate of actual classes taught rather than course types or programs offered.</p>
* <b>21. Approximate annual cost of room, board, tuition, etc. per student</b>	<p>The approximate amount of money an individual student spends at the school, per year, for room, board, tuition, and related fees.</p> <p><b>Note:</b> You must round up to the nearest dollar. The system does not accept the decimal point.</p>

Select from one of the following buttons:

<b>Save Draft</b>	<p>After completing the required fields on Page 3, you may click this button to save the data that you have added or changed on this page.</p> <p><b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.</p>
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<b>Prev (Previous)</b>	Click this button to return to the previous page of the Form I-17. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page is lost.
<b>Reset Values</b>	Click this button to erase all new entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have added or changed, ensures that all the required fields have been completed, and advances you to Page 4 of the Form I-17. If you have entered an invalid value in a field, SEVIS will return a validation message.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

### 2.4.5 Updating Certification Page 4

The current list of officials for this school is shown on Page 4 of the Form I-17. Exhibit 13, SEVIS Certification Page 4, is an example of this screen.

**Note:** Only a PDSO may add or delete school officials, and update their records in SEVIS.

#### Exhibit 13: SEVIS Certification Page 4

Official Name	Title	Telephone	Email Address	Commands
Jim Williams	Head Director	111-222-5555 ext.4444	jim.williams@johnson.edu	<a href="#">Update</a> <a href="#">Delete</a>
William Dill	Director of Foreign Students	111-222-5555 ext.	william.dill@johnson.edu	<a href="#">Update</a> <a href="#">Delete</a>

[Add New Official](#) [Add Existing Official](#)

[Prev](#) [Next](#) [Print I-17 Form](#)

Using Page 4 of the electronic Form I-17, the PDSO may do the following:

- Add new officials to the Form I-17 for this school or campus. A school official who performs duties for more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on a school's Form to perform SEVIS duties for an additional campus listed on the same Form, you should add to the official's roles using Page 5 of the electronic Form I-17.
- Add existing school officials to the school's Form I-17. Existing school officials are those who have a SEVIS ID and are currently associated with another school or program—not an existing user in your school or program. You will assign these users additional roles using Page 5 of the electronic Form I-17.
- Update an official's information in SEVIS.
- Delete users from SEVIS.

The procedures for completing these tasks are addressed in the following sections.

**Note:** Prior to the departure of a PDSO from your school, he or she should access SEVIS and assign the PDSO role to an existing DSO. Then, the departing PDSO should assign himself/herself the role of DSO. The new PDSO may then access SEVIS and delete the departing official's record from SEVIS (click the **Delete** link next to the user's name on Page 4 of the Form). If the PDSO has left the school, attempt to contact the person and request that he or she log into SEVIS and assign the role to an existing DSO. If you encounter problems attempting to assign a new PDSO to your school, contact the SEVIS Help Desk at 1-800-892-4829.

When finished updating school officials, click one of the following buttons on Page 4:

<b>Prev (Previous)</b>	The data has been saved. Click this button to return to the previous page of the Form I-17.
<b>Next</b>	The data has been saved. Click this button to advance to Page 5 of the Form I-17. <b>Note:</b> Be sure to add existing officials to the Form I-17 before advancing to Page 5. See Section 2.4.5.2, Adding Existing Officials to Your School's Form I-17, for instructions on adding existing officials.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

#### **2.4.5.1 Adding New Officials to Your School's Form I-17**

Each school and campus must have one PDSO. A maximum of nine DSOs for each school or campus of a school may also be added.

**Note:** A school official who performs duties for more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on a school's Form to perform SEVIS duties for an additional campus listed on the same Form, you should add to the official's roles using Page 5 of the electronic Form I-17, rather than adding this individual as an existing official on Page 4.

To add new school officials, perform the following:


1. Click the **Add New Official** link below the list of officials already registered to use SEVIS. The system displays a screen that enables you to add a new official. Exhibit 14, SEVIS Certification Page 4—Adding Official, is an example of the screen.

#### **Exhibit 14: SEVIS Certification Page 4—Adding Official**

**SEVIS Certification Page 4 - Adding Official**

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

vdill56766(PDSO)



**Certification - Add Official**  
Required fields are marked with an asterisk (\*)

\* Last Name:

\* First Name:

Middle Name:

Suffix:

\* The Official is: ☐ U.S. Citizen ☐ LPR

If LPR, please enter A-number:

\* Title:

**Contact Information:**

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Telephone Number:  -  -  ext.

\* Email Address:

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Below is a list of the fields on the *Adding Official* screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
* <b>Last Name</b>	Enter the surname or family name of the school official.
* <b>First Name</b>	Enter the first name of the school official.
<b>Middle Name</b>	Enter the middle name of the school official.
<b>Suffix</b>	If applicable, select a title, such as Junior, that may display at the end of a person's name.
* <b>The Official is</b>	Select the appropriate option, U.S. citizen or lawful permanent resident (LPR). <b>Note:</b> All PDSOs and DSOs must be either U.S. citizens or LPRs.
<b>If LPR, please enter A-Number</b>	You must enter the A-Number if the school official is an LPR. Enter <b>only</b> the numeric portion of the school official's alien number.
* <b>Title</b>	Enter the title of the school official.
* <b>Address 1</b>	Enter the first line of the address for this school official.
<b>Address 2</b>	The second line, if needed, of an address, typically a building name or post office box number.
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	The zip code must be a valid five-digit postal code; the last four digits are optional.
* <b>Telephone Number</b>	Enter a valid telephone number for this school official.
* <b>Email Address</b>	Enter a valid electronic mail address. The school official's SEVIS user ID and password instructions are mailed to this address; therefore the address entered must be secure. For a PDSO, notification of adjudication results for updates to the Form I-17 will also be sent to this email address. <b>Note:</b> Email addresses are <b>not</b> secure if they can be accessed by more than one person (for example, info@ABCcollege.edu).

**Note:** All school officials must be assigned to perform a role for at least one campus. You assign SEVIS roles of PDSO and DSO for each campus on Page 5 of the Form.

Select one of the following buttons:

<b>Add Official</b>	Click this button to save the data that you have entered for this school official. Page 4 of the certification application displays and the information for the official that was added is included on the list of officials. To add other school officials, click the <b><u>Add New Official</u></b> link again and repeat the process described above.
<b>Cancel</b>	Click this button to return to Page 4 of the Form I-17 without saving the data for this official.

#### **2.4.5.2 Adding Existing Officials to Your School's Form I-17**

An existing official is an active SEVIS user, someone who already has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user who is not already listed on the school's Form I-17 to perform as a PDSO or DSO for a school or campus.

**Note:** A school official who performs duties for more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on a school's Form to perform SEVIS duties for an additional campus listed on the same Form, you should add to the official's roles on Page 5 of the electronic Form I-17, rather than adding this individual as an existing official on Page 4.

To add an existing official, perform the following:

1. Click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The *Adding Existing Official* screen displays. Exhibit 15, SEVIS Certification Page 4—Adding Existing Official, is an example of the screen.

#### **Exhibit 15: SEVIS Certification Page 4—Adding Existing Official**



2. In the **Account Username** field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.

3. Click the **Search Official** button. If the official has a record in SEVIS, the *Certification—Add Existing Official* screen displays the name, title, telephone number, email address, and role for this official.
4. If this is the official whom you wish to add, click the **Add Official** button. The system displays Page 4 of the certification application and the official's name displays in the list of school officials.

**Note:** All school officials must be assigned to perform a role for at least one campus. Additionally, a single official can be assigned a role, or different roles, at multiple campuses on the Form I-17. You may assign SEVIS roles of PDSO or DSO for each campus on Page 5 of the electronic Form.

### **2.4.5.3 Update an Official's SEVIS Record**

Only a PDSO may update the SEVIS record for an existing official. To change or update the record of an existing school official, perform the following:

1. Click the **Update** link to the right of the name of the person whose record you wish to update. The system displays the *Update Official* screen. Exhibit 16, SEVIS Certification Page 4—Update Official, is an example of the screen.

#### **Exhibit 16: SEVIS Certification Page 4—Update Official**

**SEVIS Certification Page 4 - Update Official**

Main | Help | Tutorial | Logout

Welcome to the SEVIS Certification Page 4 - Update Official

**Certification - Official Update of William Dill**  
Required fields are marked with an asterisk (\*)

\* Last Name: Dill

\* First Name: William

Middle Name:

Suffix:

\*The Official is: ☒ U.S. Citizen ☐ LPR

If LPR, please enter A-number : A

\*Title: Director of Foreign Students

**Contact Information:**

\* Address 1: 4500 Leesburg Pike

Address 2:

\* City: Vienna

\* State: VIRGINIA

\* Zip Code: 22102

\* Telephone Number: (111 ) 222 - 5555 ext.

\* Email Address: william.dill@johnson.edu

Update Cancel

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2. Make the necessary changes to the user's record. See Section 2.4.5.1, Adding New Officials to Your School's Form I-17, for detailed instructions.

3. Click the **Update** button to save the changes. The system displays Page 4 of the Form I-17.

#### **2.4.5.4 Delete Officials from SEVIS**

Deleting an official completely removes the individual's record from the Form I-17. The official will no longer be able to perform SEVIS tasks for your school.

**Note:** To remove the official as a DSO or PDSO for a specific campus, use the *Assigning Campus Officials* page, rather than deleting the official. See Section 2.4.6.4, Assign Campus Officials.

To delete a school official, perform the following:

1. Click the **Delete** link to the right of the name of the person whose record you would like to delete. The *Delete Official* screen displays. Exhibit 17, SEVIS Certification Page 4—Delete Official, is an example of the screen.

#### **Exhibit 17: SEVIS Certification Page 4—Delete Official**



SEVIS Certification Page 4 - Delete Official

Main | Help | Tutorial | Logout

Welcome to the SEVIS Certification Page 4 - Delete Official

wdill56766(PDSO)

Certification - Official Delete of William Dill

Last Name: Dill  
First Name: William  
Middle Name:  
Suffix:  
The Official is: U.S. Citizen

Contact Information:  
Address 1: 4500 Leesburg Pike  
City: Vienna  
State: VA  
Zip Code: 22182  
Telephone Number: (111) 222 - 5555 ext.  
Email Address: william.dill@johnson.edu

Delete Official Cancel

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2. If this is the official whose record you wish to delete, click the **Delete Official** button to confirm the deletion. The system displays Page 4 of the Form I-17, and the official's name is no longer included in the list of users.

#### **2.4.6 Updating Certification Page 5**

The current list of campuses for this school is shown on Page 5 of the school's Form I-17. Exhibit 18, SEVIS Certification Page 5, is an example of this screen. Only a PDSO may add or delete a campus, and assign officials.

### **Exhibit 18: SEVIS Certification Page 5**

The screenshot displays the 'SEVIS Certification Page 5' interface. At the top, there is a header bar with 'Help | Tutorial | Logout' on the left and 'ph76316 (INSTEMP)' on the right. Below this is a sub-header 'Welcome to the SEVIS Certification Page 5'. The main content area is titled 'Certification - Campus Information page [5 of 5]'. It contains a table with four columns: 'Campus Name', 'Mailing Address', 'Location', and 'Command'. The table lists two campuses: 'Johnson School of Medicine' and 'DC Campus'. Below the table, there is an 'Add New Campus' link and a row of buttons: 'Prev', 'Submit', 'Cancel', and 'Print I-17 Form'. A note at the bottom states: 'Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.'

Campus Name	Mailing Address	Location	Command
Johnson School of Medicine	4500 Leesburg Pike Vienna, VA 22182	Vienna, VA	<a href="#">Officials</a>
DC Campus	190087 Pennsylvania Ave. Washington, DC 20009	Washington, DC	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Officials</a>

[Add New Campus](#)

[Prev](#) [Submit](#) [Cancel](#) [Print I-17 Form](#)

Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.

Using Page 5 of the Form I-17, the PDSO may add or delete new campuses and assign or reassign school officials to their SEVIS roles. The following sections provide instructions for adding campuses and assigning SEVIS roles.

#### **2.4.6.1 Add New Campus**

SEVIS enables the PDSO to add to the Form I-17 campuses that are located in the same DHS district office jurisdiction as the main campus. If your school has campuses that are located in other DHS district office jurisdictions (for example, different states), separate Forms I-17 must be completed for the schools and campuses within each district. Multi-campus schools that have campuses located in a single DHS district may either file a single Form I-17 for all campuses or file separate Forms I-17.

**Note:** When adding another campus, review and update all pages of the Form I-17 to reflect any new information specific to the campus being added.

When you add campuses to the Form I-17, DHS must review and approve the changes. To add a campus to the school's Form I-17, perform the following:

1. Click the **Add New Campus** link below the list of registered campuses on Page 5 of the electronic Form. Exhibit 19, SEVIS Certification Page 5—Add Campus, is an example of the screen that displays.

### Exhibit 19: SEVIS Certification Page 5—Add Campus

SEVIS Certification Page 5 - Add Campus

Main | Help | Tutorial | Logout

Welcome to the SEVIS Certification Page 5 - Add Campus

**Certification - Add Campus**  
Required fields are marked with an asterisk ( \* )

\* Campus Name:

**Mailing Address:**

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

Fax Number: (  )  -

Phone Number: (  )  -  ext.

**Location (if different from the mailing address):**

Address 1:

Address 2:

City:

State:

Zip Code:

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2. Enter the information regarding the new campus. **Note:** The name and mailing address specified here will print on Forms I-20 issued from the campus.
3. Click the **Add Campus** button. The system displays Page 5 of the certification application, and the name of the campus displays on the list.

**Note:** The DO will contact the PDSO for any necessary supporting documentation.

#### **2.4.6.2 Update a Campus**

The PDSO and DSO may update campus information. To update the information for a campus, perform the following:

1. Click the **Update** link to the right of a campus name on Page 5 of the electronic Form. The *Campus Update* screen displays.
2. Make the necessary additions and/or changes to the data.
3. Click the **Update Campus** button. The system saves the changes and displays Page 5 of the electronic Form.

**Note:** DHS must review and approve the changes to school name, mailing address, and location address.

### **2.4.6.3 Delete a Campus**

The PDSO may access SEVIS and delete a campus. However, the PDSO must **NOT** attempt to delete a campus at which SEVIS student records are still in the Active status.

To delete a campus, perform the following:

1. Click the **Delete** link to the right of a campus name. The *Campus Deletion* screen displays.
2. If this is the campus that you wish to delete, click the **Delete Campus** button. The system displays Page 5 of the certification application. Otherwise, click **Cancel** to return to Page 5 of the electronic Form.

### **2.4.6.4 Assign Campus Officials**

Page 5 has a link that enables you to assign each school official a role at each individual campus. Those roles are PDSO and DSO.

In SEVIS, the PDSO is usually the contact person for the original submission of the Form I-17. The PDSO will also be the responsible party for any updates to the PDSO and DSO information, and for registering the school to use the SEVIS batch interface. The PDSOs and DSOs are responsible for creating, submitting, and updating SEVIS student records, and issuing Forms I-20.

**Note:** All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.

Exhibit 20, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An “X” in the column indicates that the school official whose title displays at the top of the column may perform the task listed.

### **Exhibit 20: SEVIS Roles and Responsibilities**

<b>SEVIS Task</b>	<b>PDSO</b>	<b>DSO</b>
Add and delete campuses (Form I-17)	<b>X</b>	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	<b>X</b>	
Update, save, and submit changes to the information for schools (Form I-17)	<b>X</b>	<b>X</b>
Print the Form I-17	<b>X</b>	<b>X</b>
Create and save records for students and dependents (Form I-20)	<b>X</b>	<b>X</b>
Update records for students and dependents (Form I-20)	<b>X</b>	<b>X</b>
Submit records for students and dependents (Form I-20)	<b>X</b>	<b>X</b>
Print student and dependent draft I-20 Forms	<b>X</b>	<b>X</b>
Print student and dependent I-20 Forms	<b>X</b>	<b>X</b>
View all student and dependent records for their schools	<b>X</b>	<b>X</b>
Receive SEVIS alerts	<b>X</b>	<b>X</b>
View and print reports	<b>X</b>	<b>X</b>

SEVIS Task	PDSO	DSO
Register schools to use the SEVIS batch interface	X	

To authorize your school officials to perform as a PDSO or DSO when using SEVIS, perform the following for each campus listed on the Form I-17:

1. Click the **Officials** link to the right of the campus name. The *Assigning Campus Officials* screen displays. An example is shown in Exhibit 21, SEVIS Certification Page 5—Assign Officials.

**Note:** This screen lists all officials associated with the entire school. You must choose the role that each official will play at each campus.

### Exhibit 21: SEVIS Certification Page 5—Assign Officials

SEVIS Certification Page 5 - Assign Officials				
Assigning Campus Officials				
Campus Name: Whittford College				
Mailing Address: 7890 Main St. Whittford, VA 20001				
Officials Currently Assigned				
Official Name	Title	PDSO	DSO	No Role
Seriphim Jones	Superintendent	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Brian Gallyon	Chief Educational Officer	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Belak Johnson	Supervisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Basil O'Kelly	Executive	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Click a radio button (**PDSO** or **DSO**) to the right of the official's name. Select the **No Role** radio button for officials who will not perform SEVIS tasks for this specific campus.

**Note:** Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. Schools can identify a maximum of nine DSOs per campus, and these officials may perform different roles for different campuses. **Every official** must be assigned at least one role at one campus listed on the Form I-17. If an official is not assigned a role, you cannot submit these changes to the Form.

3. Click the **Accept Changes** button, and the system displays Page 5.

See Section 2.4.6.5, Submitting Changes to the Form I-17, for instructions for completing this process.

#### 2.4.6.5 Submitting Changes to the Form I-17

When finished adding campuses and assigning roles to school officials, click one of the following buttons on Page 5:

<b>Prev (Previous)</b>	Click this button to return to the previous page of the Form I-17.
------------------------	--



<b>Submit</b>	Click this button to forward the changes to the Form I-17 to DHS for review and approval and/or to save data in the SEVIS database.
<b>Cancel</b>	Click this button to delete <b>all</b> changes and updated information that has not been submitted.
<b>Print I-17 Form</b>	Click this button to print a copy of the Form I-17.

To submit changes to the Form I-17, click the **Submit** button on Page 5 of the certification application. The system displays a message indicating that the updates to the Form I-17 have been successful. However, if you made changes to certain fields or added campuses, DHS will have to adjudicate those changes. Once DHS adjudicates the updates to the Form I-17, the following outcomes are possible:

- If the updates are approved, the PDSO receives approval notification via email.
- If additional information is required for processing the updates, the PDSO receives an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail.
- If the requested updates are denied, the PDSO will receive notification via email. This email will include basic information regarding the reasons for denial and, if necessary, the DO will contact the PDSO with more specific information regarding the denial.

## **2.5 Register to Use SEVIS Batch Interface**

If a school wishes to use the batch data exchange, the batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and schools using the Internet. This exchange requires the registration of a digital certificate in SEVIS.

The PDSO for a school must register the digital certificate for his or her school. Schools that include multiple campuses must register the digital certificate for each campus.

**Note:** Prior to registering the digital certificate for use with SEVIS, download the certificate files with the “.cer” and “.pem” extensions to a secure location. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a digital certificate, a PDSO will perform the following:

1. Access SEVIS and click the name of the school that you wish to register. The *SEVIS School Detail* screen displays.
2. Select the **Register for Batch Processing** link, and the system displays the *Acceptance of Batch Interface Security Requirements* screen.
3. After reading the requirements, click the **Accept** button to proceed with the registration process. The system displays the *Batch Process Registration* screen.
4. Select the path name of the school’s digital certificate. Click the **Browse** button, and locate the files with the “.cer” and “.pem” extensions.

5. Highlight the file name and click the **Open** button. The *Upload Certificate* screen displays with the path name shown in the text box.

6. Click the **Upload Certificate** button.

If the certificate and the PDSO's credentials are confirmed by SEVIS, a *Confirmation* screen displays. However, if the system cannot validate the certificate and credentials, an error message displays. Only digital certificates issued by VeriSign are valid for use with SEVIS.

**Note:** The SEVIS web site (<http://uscis.gov/graphics/shared/sevis/index.htm>) contains additional information regarding the SEVIS Batch Interface process.

### **3. OPERATING INSTRUCTIONS**

#### **3.1 Initiate Operation**

You will access the SEVIS Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.79 or higher. You must also have a SEVIS user ID and password to access the system.

When you access SEVIS, the *SEVIS Log in Page* displays. To log into SEVIS, perform the following:

1. Enter your user ID in the **User Name** field.
2. Enter your password in the **Password** field.
3. Press **Enter** or click the **Login** button. The system displays a security message.
4. Click **Yes** and the *Main Menu* displays.

#### **3.2 Maintain Operation**

After 20 minutes of inactivity, the session will time out and you must log on again to use SEVIS.

**WARNING:** If you click the **Close** (X) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: "A user is already logged on with this user name." Use **Logout** on the navigation bar to properly exit SEVIS.

#### **3.3 Terminate and Restart Operations**

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the **Close** (X) button on the browser title bar.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the log-in procedures.

## **4. ERROR HANDLING**

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads: “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.”

You will be redirected to the *SEVIS Log in Page* in 10 seconds. When returned to the *SEVIS Log in Page*, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

## **5. HELP FACILITIES**

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8 a.m. and 8 p.m. Eastern Time, Monday through Friday. Calls made at other times are recorded for a response on the next business day.

## **APPENDIX A—ACRONYMS AND ABBREVIATIONS**

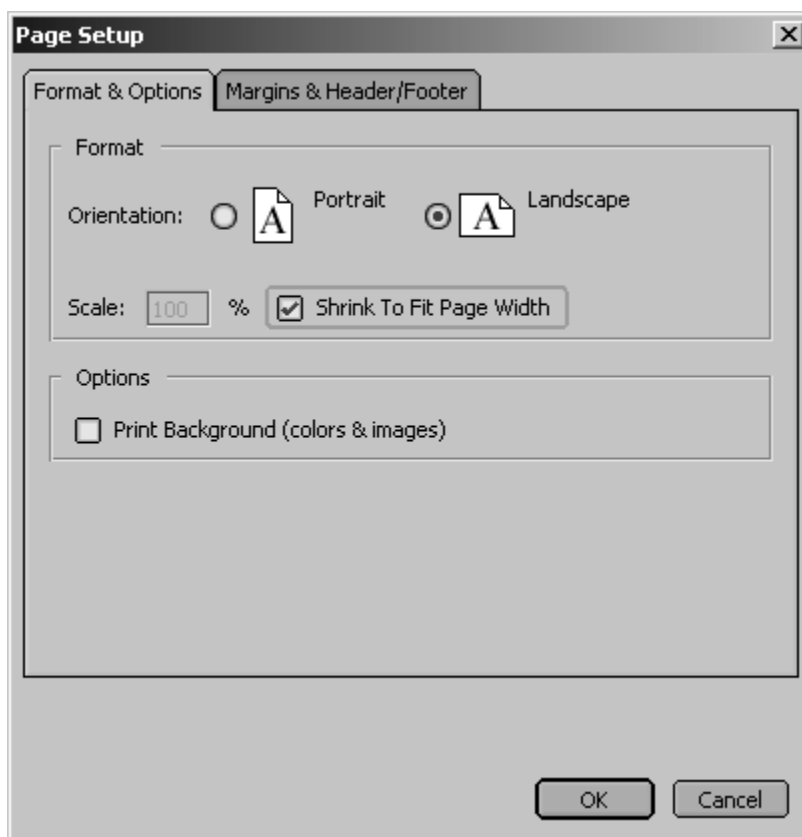
<b>Term</b>	<b>Definition</b>
DHS	Department of Homeland Security
DO	DHS District Officer/District Office
DSO	Designated School Official
EV	Exchange Visitor
ID	identification
INS	Immigration and Naturalization Service
LPR	Lawful Permanent Resident
PDSO	Principal Designated School Official
SEVIS	Student and Exchange Visitor information System

**APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE  
VERSION 7.0**

Netscape has modified its printing procedures for Version 7.0. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

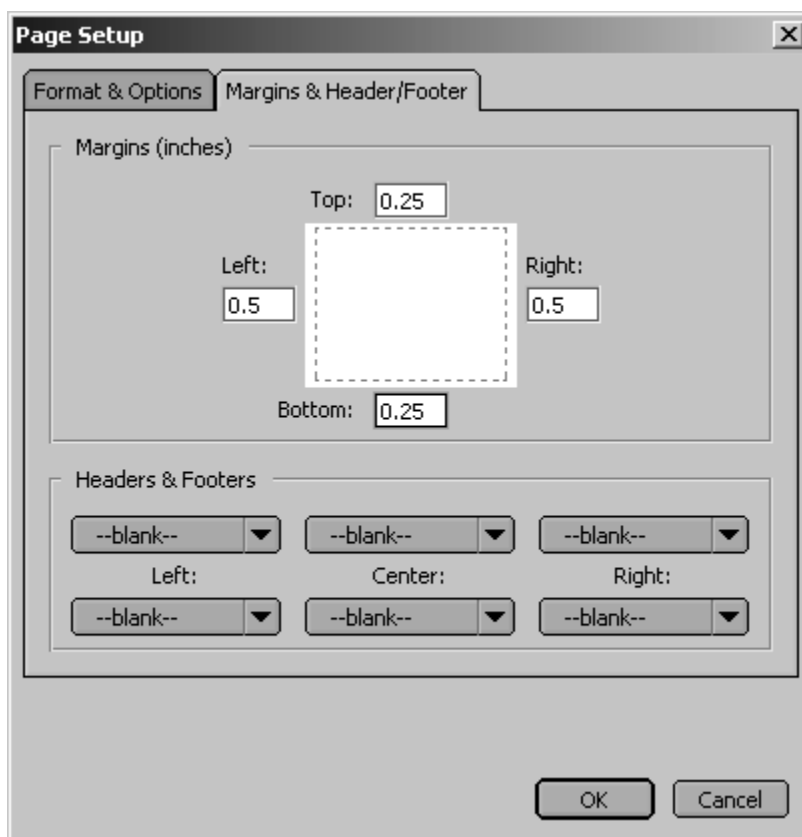
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit B–1, Netscape Page Setup Window—Format & Options Tab.


**Exhibit B–1: Netscape Page Setup Window—Format & Options Tab**



3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit B–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

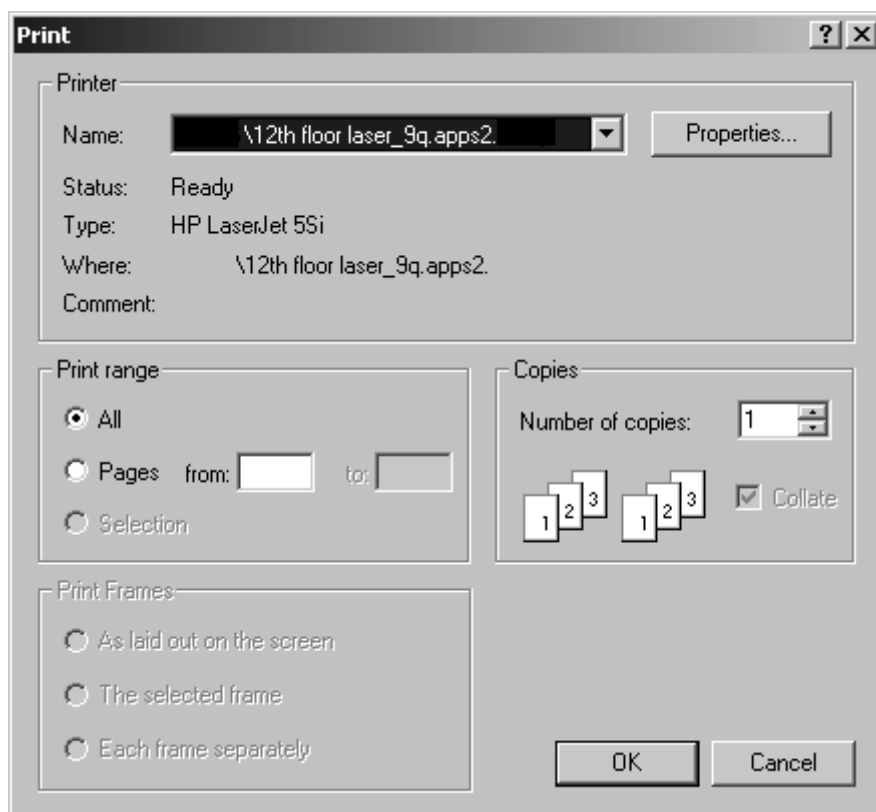
**Exhibit B–2: Netscape Page Setup Window—Margins & Header/Footer Tab**



7. Set the left and right margins to “**0.5**” and the top and bottom margins to “**0.25**.”
8. Within the **Headers & Footers** section, ensure that all drop-down lists are “--blank--.” If the drop-down lists are not set to “--blank--,” click on the **down arrow** and select “--blank--.”
9. Click **OK**.
10. Click either the **Print** () button on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit B–3, Print Window.



### Exhibit B–3: Print Window



11. Ensure that the appropriate printer is selected in the **Name** list box. If not, select the correct printer from the list.
12. Click **OK** on the *Print* window and the report prints to the designated printer.